

**Financial Assistance Review Committee
Glen Allen, Virginia
February 8, 2007
1:00 PM**

Members Present:	Members Absent:	Staff:	Others:
Bob Brown	Brad Ferguson	Dennis Molnar	
Rusty Hundley		Amanda Davis	
Wayne Peer		Linwood Pulling	
Stuart Smith			
Karen Wagner			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Chairman's Report – Bob Brown	We went over the FARC minutes for our November 9, 2006 meeting. Wayne Peer was added to the members present list.	Minutes from 11/09/2006 approved
Old Dominion EMS Alliance's (ODEMSA) LifePak 12 EKG Regional request for the December – 2006 grant cycle	Bob spoke with Jon Donnelly concerning the grant ODEMSA had submitted in the December – 2006 grant cycle for the 39 LifePak 12 EKG Defibrillators. He was informed by Jon Donnelly that they were going to take a different route this time. They are going to approach this through the legislative process. They have a senator that is going to sponsor a bill to provide special funding through the state budget to help with this exercise. If this process isn't successful, ODEMSA will probably resubmit their grant through the Rescue Squad Assistance Fund (RSAF).	If ODEMSA does submit through RSAF for this same request, it was recommended they make sure they don't have conflicting grant requests within their region, and the agencies will need to show support for this endeavor. They would also limit the request to two (2) LifePak 12's per agency rather than one (1) per ambulance.
Maximum Ceiling/Base for RSAF Grants	FARC feels we should have a maximum dollar amount and a minimum dollar amount on grants. We are seeing several high dollar grants for communications that cover county-wide agencies and several grants such as the ODEMSA grant that cover several regions. To fund these projects doesn't leave a lot of funds left over for the other 100+ grantees. It doesn't seem fair to everyone else that has applied for grants to fund such a big project and leave so many with nothing. We need to find a way to spread the money around so that all will benefit.	It was recommended that if we set a high cap of \$100,000.00 and an agency asks for more, they would need to follow certain criteria. This will need to be developed but some of the suggestions are: 1) a letter of recommendation from the Operational Medical Director (OMD), 2) a letter of support from all agencies within the region that

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		<p>will benefit, 3) goals and objectives need to be listed, etc. We can set a maximum amount with the understanding that if we receive a grant that exceeds that amount, it would be evaluated on an individual basis. It was decided that Amanda and Linwood would print out the totals for the past 5 years and give FARC a breakdown by agencies, multi-jurisdictional, regional, volunteer v/s career, etc. We would then have a better idea of how much we've been funding in the past and what criteria we need in place to put a cap (maximum and minimum) on these grants. We did agree that the minimum should be \$500.00 but the maximum needs further study. We would also recommend alternate funding sources so that RSAF isn't the only pot of money they are drawing from.</p>
Program Manager's Report: Amanda Davis		
RSAF Financial Update	<p>The past 2-3 weeks, we have processed \$1.2 million in grant reimbursements. In the past, we only accepted original invoices for reimbursement or notarized copies of invoices. That is why so many grants were outstanding. The original invoices usually go to the vendors when they are paid. Therefore, we spent a lot of time calling the agencies requesting another original invoice. In most cases, there wasn't one since it had been sent in with their payment. Amanda and Dennis contacted the accounting folks at the Virginia Department of Health and found out we don't need original invoices since we are a reimbursement program and should not have to require agencies to send in the originals. This was just a misunderstanding of what was required of us. We do need a copy of the invoice to reimburse them but it no longer has to be the original. This is the reason we have been able to process so many payments in such a small time period.</p>	<p>No further action is required</p>

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Grant Extensions and Modifications	In the past, to receive an extension or modification, we required this in writing and they were granted either by email or simply by signing the letter it was requested on. Sometimes, there was a letter sent out but rarely. We have granted 20 extensions and 7 modifications since Amanda started work at OEMS on November 27, 2006. A letter was sent to the agency and a copy was placed in the grant file at OEMS. When someone requests a modification, it is usually granted as long as they are asking along the same line and intent of the grant. If they were awarded an ambulance and want to change the grant and use the money for training, it will be denied because it wasn't the original intent of the grant. If an agency was awarded a Ford ambulance and wanted to switch to a Chevrolet, this request would be granted because it satisfies the intent of the grant.	When an agency requests an extension or modification, we now generate a letter that is mailed to the requesting agency letting them know their extension or modification has been granted or denied. This way, we can physically see where this extension or modification has been approved and granted.
RSAF Website Update	We have updated the application and application instructions and put this on our grant website. We have added a statement to explain what the RSAF program is all about. You can download the Consolidated Grant Application Program (CGAP) or request a CGAP CD to be mailed to you. We have changed the Special Projects Questionnaire and renamed it the Special Priorities Questionnaire. We have been having problems with payments getting kicked back due to invalid addresses and have added to the address line per FIN (Federal Identification Number). If the grantee is using the county FIN, the funds will go to the county. On the application, we have changed the Affirmation Page. We have added Financial Officer, Point of Contact and Business Name (if different from above) and stated that the OMD signature is not required for this cycle but will be required for the December – 2007 grant cycle.	FARC feels that the wording on the affirmation page should be "the OMD signature is optional but strongly recommended for any new medical technologies". There is no reason for an OMD to sign off on radios or pagers. Dennis said that since the OMD signature isn't required for the upcoming grant cycle, why don't we go back to the Training Division at OEMS and the Medical Direction Committee and present this wording to them for approval and ask them what language they would like for us to use if different from this. We will also require agencies that fax the affirmation page to also mail the original and have it at OEMS within 10 business days after the deadline.
RSAF Grant Regulations	We have been amending the RSAF grant regulations for quite a while. There are several changes that have been made and we went over the changes to see if anyone had any questions or concerns. Systems Initiatives are new and Emergency Grants has been updated.	No further action is required

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RSAF Grant Policy: Application Submission	Grant deadline is March 15, 2007. Grants should be done electronically if possible.	It was agreed on by FARC that we will accept faxed copies of the affirmation page by the deadline. The original affirmation page with original signatures must be received by OEMS within 10 working days after the deadline. This will ensure that we have the originals before paperwork goes out to FARC.
Spreadsheet in Access	We are going to start doing spreadsheets in Access for each grant cycle. We will track: 1) grant awards, 2) when the money is drawn down, 3) how much money is left over if any from the draw-downs, and 4) whether the grant has a modification or extension.	No further action is required
Grant Status Notices	We are going to start doing grant status notices. We will go into the grant files and send out notices to all grantees that have not drawn down their money for the cycle that is expiring. We have 2 grant cycles a year and therefore, we will send out 2 notices a year. These will be mailed out May 1 st for those expiring on June 30 th and November 1 st for those expiring on December 31 st . The letter will let them know their grant is expiring in 2 months and we haven't received a reimbursement request. There are times that an agency has put in a grant and only the grant writer is aware this has been done. This will serve notice their grant is about to expire. It will also allow them time to: 1) make their purchase if it hasn't been done, 2) submit their invoices for the purchases made or 3) give them time to request an extension if for some reason they couldn't make their purchases.	No further action is required
Reimbursement Policy	We had talked about up-front funding for agencies that ask for 100% or 80% funding.	We would pay 50% of the 100% or 50% of the 80% awarded amount up-front. One of the special conditions would be they provide us with a quote.
RSAF Grant Award Meetings	We will have a spreadsheet with the prices on it for the upcoming awards meeting. This will help eliminate the need to use the calculator the whole meeting. It will speed up the process too. Do we like the current process or is there a need to change?	Rusty doesn't like the way each member has to say 50/50 or 80/20 for each and every item we fund but there isn't a quick fix for that.

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		When we hand out the pre-award papers to the regional councils and OEMS reps (the day before the grant awards are made), Bob feels we need to take the papers back up before they leave the meeting. We make a new copy for the awards meeting anyway after we have made the grade changes and pass them out to the regional councils and reps at the awards meeting. This will eliminate any confusion that may arise. It was decided we don't need to change the awards meeting process at this time.
Town Hall Website	We will be doing the minutes for our quarterly meetings and these will be posted on the Town Hall Website. The Town Hall Website is the Virginia regulatory process for regulatory meetings. We are now posted on their website. You can find them at the Virginia Department of Health website. This will list our quarterly meetings and will have a copy of our agenda and minutes. These will be posted within 10 business days after our meeting.	We will send the draft to FARC for their review and comments before having them posted on the Town Hall Website.
Department of Homeland Security (DHS) Grant Application	OEMS has applied for a federal grant through DHS for 1.5 million. We will be asking for an EMS registry patient tracking. We want to train all of the EMS agencies in Virginia (about 730), and all of the EMS providers. We are having compliance issues with the agencies. We are asking for the data but not everyone is complying. This will help us to get 100% compliance. The goal is to add on this as we go.	No further action is required
FARC Spring Tour	We will be touring the ODEMSA area on April 18-20, 2007. We will come into Richmond on Wednesday, April 18 th and spend the night. We will tour all day on Thursday, April 19 th and about ½ day on Friday, April 20 th . We will look at the grants that come in for the June 2007 cycle and see if there is anything that jumps out. We will talk with Jon Donnelly and Ed Snyder and see if they have some places they think we should visit.	No further action is required
PUBLIC COMMENT	None	

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OLD BUSINESS	None	
NEW BUSINESS	It was discussed whether we can put the paper grants including the support letters into a PDF format and electronically send it to FARC. Some things come in that aren't sent electronically.	Brad Ferguson has offered to come to Richmond and help Linwood scan this into the computer and set up the database for the FARC members. The main question would be how much time will this take and will it be beneficial to scan everything or just the additional support paperwork that comes in that is separate from the electronic submission. We will see if we can use a scanner here at OEMS to accomplish this.
	Mini-EMS Symposium will be in Suffolk on April 27-29, 2007. Rusty invited FARC to come. There will be room for only 150 people and they already have 135 registered.	
ADJOURNMENT	Meeting is adjourned at 4:45 PM.	
NEXT MEETING	May 17, 2007	